

Distribution Company

Position:

- **Customer Service/Administrative Assistant**

Qualifications:

- **Good Customer Service skills**
- **Windows/Excel**
- **Good grammar**
- **Phone skills**
- **Ability to organize and prioritize tasks**
- **Ability to think and take Initiative**

Contact:

- **Cynthia_Patron@longbeach.gov**

**Greater Long Beach
Workforce Development System**

**LOCATION
Career Transition Center
3447 Atlantic Ave.
Long Beach CA, 90807**

**Career Transition Center • Youth Opportunity Center
Department of Community Development
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org**

Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.
TTY Re lay (562) 570-4629.